

**DOLE INTEGRATED LIVELIHOOD AND EMERGENCY
EMPLOYMENT PROGRAM (DILEEP)**

Checklist of Requirements for Accreditation of ACP

Name of Organization/Institution : _____

Address: _____

Contact Person: _____

Contact No.: _____

- 1. Duly accomplished and signed Application Form (in 4 sets);
- 2. Location sketches and Photographs of the principal office and satellite offices (if any)
- 3. Organizational Chart and Original document stating Roster of Members;
- 4. Certificate of Registration with Securities and Exchange Commission (SEC), or the Cooperative Development Authority (CDA) or the DOLE, as the case may be;
- 5. Original Copy of Certification issued by DOLE that the CSO has undergone Social Preparation;
- 6. Authenticated copy of the latest Articles of Incorporation in the case of a corporation, or the Articles of Cooperation in the case of cooperative, or Constitution and By-laws in the case of unions/associations, showing original incorporators/organizers and the Secretary's Certificate for incumbent officers, together with the Certificate of Filing with the SEC/Certificate of Approval by the CDA;
- 7. Audited financial reports for the past three (3) years preceding the date of project implementation. For applicant which has been in operation for less than three (3) years, financial reports for the years in operation and proof of previous implementation of similar projects;
- 8. List and/or photographs of similar projects previously completed, if any indicating the source of funds for implementation (for the past 3 years); and
- 9. Sworn affidavit of the secretary of the applicant organization/entity that none of its incorporators, organizers, directors or officers is an agent of or related by consanguinity or affinity up to the fourth civil degree to the official agency authorized to process and/or approved proposed Memorandum of Agreement (MOA), and release funds.

Evaluator: _____

Signature over Printed Name

Date: _____